



BOARD OF COMMISSIONERS' MINUTES

Tuesday, July 24, 2018, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was called to order at 10:01 AM on July 24, 2018 by Chair of the Board, Michael Pipe.

II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Michael Pipe, Chair; Commissioner Mark Higgins; Commissioner Steven Dershem; Administrator, Margaret Gray; Deputy Administrator, Natalie Corman and Executive Assistant, Natalie Bird.

Representatives from the news media included Kelsey Thomasson and Gary Sinderson.

County personnel present included Christopher Schell, David Lomison, Bryan Sampsel, and Tom Martin.

CNET staff were present.

III. PUBLIC COMMENT

IV. MEETING MINUTES

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from the Tuesday, July 17, 2018 Board of Commissioners' meeting.

V. CHECK RUN

Commissioner Higgins announced that the check of the week was to Galliker's Dairy Company in the amount of \$810.67. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the check run in the amount of \$893,612.40 dated July 20, 2018.

VI. ADMINISTRATOR'S REPORT

Margaret Gray provided an overview of the County's current business and bidding opportunities. In total this year there have been four requests for proposal, eight invitations for bid, and one request for qualifications.

Contracts were approved on July 17 for the RFP's Business and Paratransit Fleet Vehicle Maintenance. On Thursday, Public Financial Management will present an analysis of the proposals received for the General Obligation Note and the RFP for

Janitorial Services will be on the agenda for contract consideration on Tuesday, July 31.

The contract has been approved for the Centre Crest Parking and Stormwater Improvements and on Tuesday, July 31, Architect Hoffman will present contracts for the four separate bids of the Equipment Storage Building. The County is currently in contract negotiations for the Rhoades 911 Tower Painting Project. New projects out for Bid include the Courthouse Administration Office Suite Renovation with Bids due August 10 and the Sheriff's Office Roof Replacement with Bids due August 24.

The Request for Qualifications – Professional Auditing Services was released on July 17 and responses are due August 24.

Margaret and the Board expressed their appreciation to Natalie Bird who has prepared templates for the RFP's and IFB's to standardize the process. Commissioner Pipe noted that from advertisement to contract approval is sometimes three months, a lot of work goes into these projects.

VII. REQUEST FOR PROPOSALS

Financial Management – Public Financial Management was unable to attend the meeting today. At the Board of Commissioners' Meeting on Thursday, July 26, they will present an analysis of the proposals received for the General Obligation Note, Series of 2018.

VIII. CONTRACTS

A. Prison – Warden Chris Schell presented the following items:

- i. Contract addendum for the extension of the Comprehensive Health Service Agreement with PrimeCare Medical to include the cost of living increase. The contract total is \$858,125.65 annually for the period of January 1, 2018 through December 31, 2018 – Dept. 333.
- ii. Intergovernmental agreement with the Pennsylvania Department of Corrections to assist with assessment of the Correctional Emergency Response Team (CERT) and chemical munitions to be current with technology and correctional practices. There is no cost for this service. One technique and training Chris would like to implement is AMAC, which is a verbal defense tactic to help control an aggressive individual. This technique was studied by the State for three years and been proven to be effective – Dept. 333.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract addendum with PrimeCare Medical and the agreement with the Department of Corrections to next week's Consent Agenda.

Sheriff – Sheriff Bryan Sampsel asked the Board to consider a contract renewal with Dr. Botti to participate in the Naloxone program. Dr. Botti will provide oversight in obtaining, carrying, and administering Naloxone in the event of an opioid overdose. The contract total is \$500.00 for the period of August 1, 2018 through July 31, 2019 and will be paid for with drug forfeiture funds. Although only used once during the previous contract, Dr. Botti is very knowledgeable and willing to help law enforcement. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract renewal with Dr. Botti to next week's Consent Agenda – Dept. 211.

B. Human Services

- i. Transportation – Dave Lomison asked the Board to consider acquisition of a 2013 Ford Explorer for the Sheriff's Department fleet to replace one of their vehicles that has met its useful life. The vehicle is fully equipped with a police package including a prisoner transport cage. The vehicle will be provided as a Penn State In-Kind Service in the total all-inclusive amount of \$11,000. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the acquisition from Penn State University to next week's Consent Agenda – Dept. 532.
- ii. MH/ID/EI – D&A – Natalie Corman presented to the Board the following contract renewals:
 1. Contract renewal with The ARC of Centre County to provide intellectual disability services that include community residential, supported employment, home and community, and companion services. The contract total is \$157,663 which is funded as follows: State \$150,395 and County \$7,268 for the period of July 1, 2018 through June 30, 2019 – Dept. 561
 2. Contract renewal with Delafield, McGee, and Jones P.C. to provide services that include legal consultation, attendance at mental health and intellectual disability commitment hearings, as needed, and review of commitment hearing appeals. The contract total is estimated at \$5,000, which is funded as follows: State \$4,770 and County \$230 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.
 3. Contract renewal with Cen-Clear Child Services, Inc. to provide outpatient mental health services that include psychiatric evaluation/medication clinic, tele-psychiatry, peer support, and family based mental health services. The contract total is \$38,500, which is funded as follows: State \$36,725 and County \$1,775 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add items 1-3 to next weeks' Consent Agenda.

IX. CONSENT AGENDA

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve Consent Agenda Items A-G.

- A. Planning – Resolution 12 of 2018 a resolution adopting a Fair Housing Policy, making known the County's commitment to the principle of Fair Housing, and describing actions it shall undertake to further fair housing – Dept. 815.
- B. Elections
 - i. Automatic maintenance contract renewal with Pitney Bowes for the DF800 folder. The contract total is \$554.04 for the period of September 1, 2018 through August 31, 2019 – Dept. 131.
 - ii. Contract renewal with Election Systems & Software, LLC for firmware/software usage agreement for M-100'S, Automart units and AIMS software. The contract total is \$14,250 for the period of September 1, 2018 through August 31, 2019 – Dept. 131.
- C. MIS/RBA – Contract renewal with CivicPlus to provide website hosting. The County has the option to redesign the web page under the agreement at no additional cost within specific limitations. The contract total is \$7,055.95 for the period of July 1, 2018 through June 30, 2019 and includes SSL certificate fees – Dept. 142.
- D. Prison – Customer service and equipment hardware agreement with PSX, Inc. for maintenance of the security camera surveillance system at the Correctional Facility. The first year is at no cost to the County and the warranty will begin on the date the RFP project is completed. The contract total is \$77,010 for the period of July 1, 2018 through June 30, 2023 – Dept. 333.
- E. Records Management – Contract renewal with Iron Mountain for offsite records management. Services include record security, transport of requested files, filing of records, and additional record management. The contract total is estimated at \$60,000 for the period of July 1, 2018 through June 30, 2019 – Dept. 143.
- F. Risk Management – Renewal of an insurance bond for the Office of Aging Farmers Market Nutrition Voucher program with Travelers Insurance. The contract total is \$1,068 for the period of August 1, 2018 through August 1, 2021 – Dept. 112.

G. Human Services

i. Transportation

1. Paratransit Fleet Vehicle Maintenance Contract – Dept. 531.
2. Business Fleet Vehicle Maintenance Contract – Dept. 532.

ii. Adult Services

1. Pennsylvania Homeless Management Information System collaborative participation agreement permitting the Office of Adult Services access to the statewide database. Access to and data entry into this database is a requirement of the department of Housing and Urban Development (HUD) all CoC/HUD grantees. There is no cost for this agreement – Dept. 501.
 2. Pennsylvania Housing Finance Agency (PHFA) PHARE/RTT report. This programs funds the extension of the Homemaker Services Program. The contract total is \$26,000 which is State funded for the period of July 1, 2017 through June 30, 2018 – Dept. 501
- iii. MH/ID/EI D&A – Transition plan agreement for Centre County Early Intervention, the Central Intermediate Unit #10 and the Tyrone School District for 2018-2019. The transition plans outline the responsibility of each entity to provide transition plans for children turning three within the early intervention program. There is no cost for this agreement for the period of July 1, 2018 through June 30, 2019 – Dept. 561.

X. DISCUSSION ITEMS

XI. RECOGNITION

XII. C-NET REQUESTS

XIII. REPORTS - ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported there are 107,740 registered voters in Centre County. The precinct of the week is #1 Bellefonte Borough North with 428 registered voters and 138 ballots cast, a turnout of 32.24%.

B. Announcements

- i. The Centre County Board of Commissioners' Meeting scheduled for Tuesday, August 7, 2018 has been cancelled due to the Board attending the CCAP Conference in Gettysburg.

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- ii. The Centre County District Attorney's Office and Centre County HOPE Initiative will host a town hall meeting to discuss the opioid epidemic. It will be held on Tuesday, July 31 at 6:30 PM at the American Philatelic Society, Bellefonte.

XIV. EXECUTIVE SESSION REPORT

There were no executive sessions to report.

XV. PUBLIC MEETING SCHEDULE

Tuesday, July 24, 2018

BOC Meeting – 10:00 AM - Room 146WB

Thursday, July 26, 2018

Finance Committee Meeting – 9:00 AM – Room 146WB

BOC/Salary Board Meeting – 10:00 AM - Room 146WB – AS NEEDED

Retirement Board – 11:00 AM – Room 146WB

Tuesday, July 31, 2018

BOC Meeting – 10:00 AM - Room 146WB

Thursday, August 2, 2018

BOC/Salary Board Meeting – 10:00 AM - Room 146WB – AS NEEDED

Retirement Board – 11:00 AM – Room 146WB

XVI. BID / PROPOSAL SCHEDULE

Thursday, July 26, 2018

Optional Pre-Bid Meeting: IFB – Courthouse Administration Office Suite Renovation

Friday, August 10, 2018

Bids Due: IFB – Courthouse Administration Office Suite Renovation

Wednesday, August 1, 2018

Mandatory Pre-Bid Meeting: IFB – Sheriff's Office Roof Replacement

Tuesday, August 14, 2018

Bid Opening: IFB – Courthouse Administration Office Suite Renovation

Friday, August 17, 2018

Bids Due: IFB – Sheriff's Office Roof Replacement

Tuesday, August 21, 2018

Bid Opening: IFB – Sheriff's Office Roof Replacement

Friday, August 24, 2018

Responses Due: RFQ – Professional Auditing Services

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XVII. ELECTION ANNOUNCEMENTS

Wednesday, August 1, 2018

Last day to circulate and file nomination papers.

Wednesday, August 8, 2018

Last day for withdrawal by candidates nominated by nomination papers.

XVIII. QUESTIONS FROM THE PRESS

XIX. ADJOURNMENT

- XX. On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted to adjourn the meeting at 10:23 AM.

ATTEST:

Margaret N. Gray
Administrator